



J. TYLER McCAULEY  
AUDITOR-CONTROLLER

**COUNTY OF LOS ANGELES  
DEPARTMENT OF AUDITOR-CONTROLLER**

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December 29, 2005

TO: Mayor Michael D. Antonovich  
Supervisor Gloria Molina  
Supervisor Yvonne B. Burke  
Supervisor Zev Yaroslavsky  
Supervisor Don Knabe

FROM: J. Tyler McCauley   
Auditor-Controller

SUBJECT: **GROUP HOME PROGRAM MONITORING REPORT – DUBNOFF  
CENTER FOR CHILD DEVELOPMENT, CLYBOURN GROUP HOME  
AND VALLEY GROUP HOME**

We have completed a review of Clybourn Group Home and Valley Group Home (Group Home or Agency) operated by Dubnoff Center for Child Development (Dubnoff Center). The Group Home contracts with the Department of Children and Family Services (DCFS) and the Probation Department (Probation).

Clybourn and Valley Group Homes are each six-bed facilities, which provide care for children ages 12-18 years who exhibit behavioral, social, and emotional difficulties. At the time of the monitoring visit, Clybourn Group Home was providing services for three Los Angeles County DCFS children and three Los Angeles County Probation children. Valley Group Home was providing services for five Los Angeles County Probation children.

Clybourn and Valley Group Homes are located in the Fifth District.

**Scope of Review**

The purpose of the review is to determine whether the Agency is providing the services as outlined in their Program Statement. Additionally, the review covers basic child safety and licensing issues, and includes an evaluation of the Agency's Program Statement, internal policies and procedures, child case records, a facility inspection, and interviews with children placed in the Group Home at the time of the review. Interviews with children are designed to obtain their perspectives on the program

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services provided by the Agency, and to ensure adherence to the Foster Youth Bill of Rights.

### **Summary of Findings**

Generally, the Agency is providing the treatment services as outlined in their Program Statement. However, the Agency needs to address several deficient areas.

Clybourn Group Home needs to assist and encourage children in creating and maintaining photo albums/life books.

Valley Group Home needs to landscape and maintain the back yard, clean or replace all drapes; clean children's bathrooms; provide children with toilet paper; replace a broken toilet; repair scratched hallway walls; exterminate cockroaches and maintain the home free of insects; repair or replace scratched furniture in the bedrooms; train and monitor all staff to treat children with respect and dignity; provide children with a sufficient quantity of clothes; provide children with the minimum required base allowance; and assist and encourage children in creating and maintaining life books/photo albums.

### **Review of Report**

We discussed our report with the Agency's management. In response to the recommendations made in the report, the Agency's management completed a corrective action plan (attached) which we approved. We thank the management and staff for their cooperation during our review.

If you have any questions, please contact me, or have your staff contact Mike Pirolo at (626) 293-1110.

JTM:MP:CC:asl

[http://auditor.co.la.ca.us/group\\_home.asp](http://auditor.co.la.ca.us/group_home.asp)

### **Attachments**

c: David E. Janssen, Chief Administrative Officer  
David Sanders, Ph.D., Director, DCFS  
Paul Higa, Chief Probation Officer  
Sandra Babcock, Executive Director, Dubnoff Center  
Public Information Office  
Audit Committee

Dubnoff Center  
Clybourn Group Home  
6355 Clybourn Avenue  
North Hollywood, California 91606  
Phone: (818) 755-4950  
License Number: 191201299  
Rate Classification Level: 12

## **I. Facility and Environment**

### **Method of assessment – Observation**

#### **Comments:**

Clybourn Group is located in a residential community. The exterior of the Group Home is well maintained. The front and back yards are clean, and adequately landscaped.

The interior of the Group Home is well maintained. The common quarters are neat and clean. There is adequate furniture and lighting in the Group Home. The Group Home provides a home-like environment.

Children's bedrooms are well maintained. The rooms are clean and orderly, and have age-appropriate personalized decorations. There is adequate furniture, lighting, and storage space. Window coverings and window screens are in good repair. The mattresses are comfortable, and the beds all have a full complement of linens. Children's sleeping arrangements are appropriate.

The Group Home maintains age appropriate and accessible recreational equipment. There are also board games, a TV, and a DVD player. Books and resource materials, including a computer with a variety of programs, are also available.

The Group Home maintains a sufficient supply of perishable and non perishable foods.

### **Recommendations**

**There are no recommendations for this section.**

## **II. Program Services**

### **Method of assessment – Review of relevant documents and interviews**

**Sample size for interviews: Two**

**Comments:**

Children meet the Group Home's population criteria as outlined in their Program Statement. Children are assessed for needed services within thirty days of placement.

The treatment team develops and implements the Needs and Services Plans (NSPs) with input from the child. The NSPs are current, comprehensive, and include long and short-term goals.

Case files reflect adequate documentation to show that children are receiving treatment services.

**Recommendations**

There are no recommendations for this section.

**III. Educational and Emancipation Services**

**Method of assessment – Review of relevant documents and interviews**

**Sample size for interviews: Two**

**Comments:**

Children are attending school. Children are provided with educational support and resources to meet their educational needs, and are progressing satisfactorily in school. The Group Home's program includes the development of children's daily living, self-help, and survival skills.

Children are provided with opportunities to participate in emancipation and vocational programs as appropriate.

**Recommendations**

There are no recommendations for this section.

**IV. Recreation and Activities**

**Method of assessment – Review of relevant documents and interviews**

**Sample size for interviews: Two**

**Comments:**

The Group Home provides children with sufficient recreational activities, and leisure time. Children are given opportunities to participate in planning activities.

Children are allowed to participate in extra-curricular, enrichment, and social activities in which they have an interest.

The Group Home provides transportation to and from the activities.

**Recommendations**

**There are no recommendations for this section.**

**V. Psychotropic Medication**

**Method of assessment – Review of relevant documents**

**Comments:**

Children have current court authorizations for psychotropic medication. Documentation confirms that children are routinely seen by the prescribing psychiatrist.

Children are informed about their psychotropic medication, and are aware of their right to refuse medication.

Medication distribution logs are properly maintained.

**Recommendations**

**There are no recommendations for this section.**

**VI. Personal Rights**

**Method of assessment –Interviews with children**

**Sample size for interviews: Two**

**Comments:**

Children are informed about the Group Home's policies and procedures. Children report that they feel safe in the Group Home, and are provided with appropriate staff supervision. Children express satisfaction with the quality of their interactions with staff, and report that staff treats them with respect and dignity.

Children report that they are assigned chores that are reasonable and not too demanding. Children are allowed to have private visitors, to make and receive personal telephone calls, and to send and receive unopened correspondence and mail. Children are able to attend religious services of their choice.

Children report that the discipline policies are consistently enforced and that there are fair and appropriate consequences for inappropriate behavior.

Children report satisfaction with meals and snacks.

Children receive voluntary medical, dental, and psychiatric care.

### **Recommendations**

**There are no recommendations for this section.**

## **VII. Clothing and Allowance**

### **Method of assessment – Review of relevant documents and interviews**

**Sample size for interviews: Two**

#### **Comments:**

The Group Home provides appropriate clothing, items of necessity, and the required \$50 monthly clothing allowance to children. Children are given opportunities to select their own clothes. Clothing provided to children is of good quality and of sufficient quantity.

The Group Home provides children with the required minimum base allowance. Children are permitted to spend their allowances as they choose.

The Group Home provides children with adequate personal care items.

However, the children are not encouraged or assisted in creating and maintaining photo albums/life books.

### **Recommendation**

- 1. Dubnoff Center Management assist and encourage all children in creating and maintaining photo albums/life books.**

**Dubnoff Center  
Valley Group Home  
1610 North Valley Street  
Burbank, California 91505  
Phone: (818) 755-4950  
License Number: 191201299  
Rate Classification Level: 12**

**I. Facility and Environment**

**Method of assessment – Observation**

**Comments:**

The Group Home is located in a residential community. The exterior of the Group Home is well maintained. The front and back yards are clean. However, the back yard is not adequately landscaped.

Although there is adequate furniture and lighting in the Group Home, and the Group Home provides a home-like environment, the interior of the Group Home is not well maintained. Window drapes throughout the house are dirty. Both bathrooms have a foul odor. In bathroom one, there is dirt around the bathtub, and there is no toilet paper. In bathroom two, the toilet is broken. The hallway walls are dirty and scratched. The children report that the common areas of the house are infested with cockroaches.

Overall, children's bedrooms are well maintained. The rooms are clean and orderly, and have age-appropriate personalized decorations. There is adequate furniture, lighting, and storage space. Window screens are in good repair. The mattresses are comfortable, and the beds have a full complement of linens. Children's sleeping arrangements are appropriate. However, some of the furniture is scratched.

The Group Home maintains age appropriate and accessible recreational equipment. There are also board games, a TV, and a DVD player. Books and resource materials, including a computer with a variety of programs, are also available.

The Group Home maintains a sufficient supply of perishable and non perishable foods.

**Recommendations**

**1. Dubnoff Center Management:**

- a. Landscape and maintain the back yard.**
- b. Clean or replace the drapes throughout the home .**
- c. Clean and maintain the children's bathrooms.**

- d. Provide children with toilet paper in bathroom one.
- e. Replace the broken toilet in bathroom two.
- f. Repair the scratched hallway walls.
- g. Exterminate the cockroaches and maintain the home free of insects.
- h. Repair or replace the scratched furniture in the bedrooms.

## **II. Program Services**

**Method of assessment – Review of relevant documents and interviews**

**Sample size for interviews: Two**

### **Comments:**

Children meet the Group Home's population criteria as outlined in their Program Statement. Children are assessed for needed services within thirty days of placement.

The treatment team develops and implements the Needs and Services Plans (NSPs) with input from the child. The NSPs are current, comprehensive, and include long and short-term goals.

Case files reflect adequate documentation to show that children are receiving treatment services.

### **Recommendations**

**There are no recommendations for this section.**

## **III. Educational and Emancipation Services**

**Method of assessment – Review of relevant documents and interviews**

**Sample size for interviews: Two**

### **Comments:**

Children are attending school. Children are provided with educational support and resources to meet their educational needs, and are progressing satisfactorily in school. The Group Home's program includes the development of children's daily living, self-help, and survival skills.



Children are provided with opportunities to participate in emancipation and vocational programs as appropriate.

**Recommendations**

**There are no recommendations for this section.**

**IV. Recreation and Activities**

**Method of assessment – Review of relevant documents and interviews**

**Sample size for interviews: Two**

**Comments:**

The Group Home provides children with sufficient recreational activities, and leisure time. Children are given opportunities to participate in planning activities.

Children are allowed to participate in extra-curricular, enrichment, and social activities in which they have an interest.

The Group Home provides transportation to and from the activities.

**Recommendations**

**There are no recommendations for this section.**

**V. Psychotropic Medication**

**Method of assessment – Review of relevant documents**

**Comments:**

Children have current court authorizations for psychotropic medication. Documentation confirms that children are routinely seen by the prescribing psychiatrist.

Children are informed about their psychotropic medication, and are aware of their right to refuse medication.

Medication distribution logs are properly maintained.

**Recommendations**

**There are no recommendations for this section.**

## **VI. Personal Rights**

### **Method of assessment –Interviews with children**

#### **Sample size for interviews: Two**

#### **Comments:**

Children are informed about the Group Home's policies and procedures. Children report that they feel safe in the Group Home, and are provided with appropriate staff supervision.

Overall, children express satisfaction with the quality of their interactions with staff, and report that staff treats them with respect and dignity. However, children report there is one staff that yells at them, uses fowl language, and calls them derogatory names. This matter was discussed with the administrator, who will immediately address the issue.

Children report that they are assigned chores that are reasonable and not too demanding. Children are allowed to have private visitors, to make and receive personal telephone calls, and to send and receive unopened correspondence and mail. Children are able to attend religious services of their choice.

Children report that the discipline policies are consistently enforced and that there are fair and appropriate consequences for inappropriate behavior.

Children report satisfaction with meals and snacks.

Children receive voluntary medical, dental, and psychiatric care.

### **Recommendation**

- 2. Dubnoff Center Management train staff and ensure that staff treats children with respect and dignity and monitor their interactions.**

## **VII. Clothing and Allowance**

### **Method of assessment – Review of relevant documents and interviews**

#### **Sample size for interviews: Two**

#### **Comments:**

The Group Home provides appropriate clothing, items of necessity, and the required \$50 monthly clothing allowance to children. Children are given opportunities to select their own clothes. Clothing provided to children is of good quality; however, children do

not have a sufficient quantity of clothes, and are in need of additional shirts and underclothing.

Children are permitted to spend their allowances as they choose. However, the Group Home does not provide children with the required minimum base allowance.

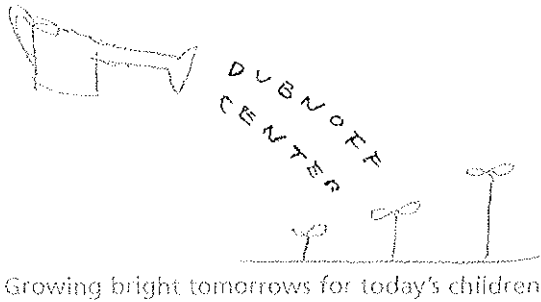
The Group Home provides children with adequate personal care items.

Children are not encouraged or assisted in creating and maintaining photo albums/life books.

**Recommendations**

**3. Dubnoff Center Management:**

- a. Provide all children with a sufficient quantity of clothes as specified in the DCFS Clothing Standard.**
- b. Provide all children with the minimum required base allowance.**
- c. Assist and encourage all children in creating and maintaining photo albums/life books**



Attachment  
1 of 4

Dubnoff Center  
For Child Development

10526 Dubnoff Way  
North Hollywood  
California 91606  
Telephone 818.755.4950  
Facsimile 818.752.0783

[www.dubnoffcenter.org](http://www.dubnoffcenter.org)

September 30, 2005

To: Candace Rhue, Group Home Audit Supervisor  
Department of Auditor-Controller, Kenneth Hahn  
Hall of Administration  
500 W. Temple Street Room 515A  
Los Angeles, CA 90012

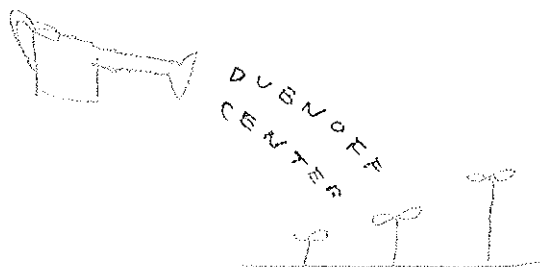
From: Sandra Sternig-Babcock, President and CEO  
Helena Cerny, Director of Clinical and Residential Services  
Edward L. Dixon, Program Manager

Re: Group Home Corrective Action Plan for Dubnoff Center  
Clybourn Group Home

**VII. CLOTHING AND ALLOWANCE**

1. **Dubnoff Center Management assist and encourage all children in creating and maintaining photo albums/life books.**

The Program Designer has purchased albums/lifebooks and will be responsible for assisting and encouraging all children in creating and maintaining photo albums/life books. Program Manager will monitor the process to ensure that the plan remains implemented.



Growing bright tomorrows for today's children

Attachment  
2 of 4

**Dubnoff Center  
For Child Development**

10526 Dubnoff Way  
North Hollywood  
California 91606  
Telephone 818.755.4950  
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[www.dubnoffcenter.org](http://www.dubnoffcenter.org)

September 30, 2005

To: Candace Rhue, Group Home Audit Supervisor  
Department of Auditor-Controller, Kenneth Hahn  
Hall of Administration  
500 W. Temple Street Room 515A  
Los Angeles, CA 90012

From: Sandra Sternig-Babcock, President and CEO  
Helena Cerny, Director of Clinical and Residential Services  
Edward L. Dixon, Program Manager

Re: Group Home Corrective Action Plan  
Dubnoff Center, Valley Group Home

**I. FACILITY AND ENVIRONMENT**

**1. Dubnoff Center, Valley Group Home Management**

**a) Landscape and Maintain Back Yard**

We are in the process of making a decision regarding the best way to maintain the backyard. (i.e. dig up dirt and plant grass or cement the backyard to create a patio.) This decision will be made within the month. The Maintenance Manager will maintain the area.

**b) Clean or replace the drapes throughout the home**

New curtains were purchased and were hung on September 30<sup>th</sup>. Program Designer had the responsibility for purchasing and supervising the Maintenance Manager in seeing that the curtains were hung properly. The Group Home Supervisor will be responsible for reporting to Group Management when the curtains are dirty or worn so that the appropriate action may be taken. The Program Manager will be responsible for monitoring to ensure that the corrective action remains implemented and is working as intended.

**c) Clean and maintain the children's bathrooms**

On Duty Staff will be responsible for supervising the cleaning and the maintaining of the children's bathrooms. The Group Home Supervisor will

be responsible for monitoring to ensure that the corrective actions remain implemented and are working as intended.

**d) Provide the children with toilet paper**

Group Home Staff will make sure there is toilet paper in both bathrooms. Group Home Supervisor will be responsible for assuring that staff are doing their job.

**e) Replace the broken toilet**

The toilet was replaced on 9/22/05. The Maintenance Manager will be responsible for making sure all toilets are fully operable. Group Home Supervisor will report if there are any problems. The Program Manager will be monitoring to ensure that the corrective action remains implemented and is working as intended.

**f) Repair the scratched hallway walls**

All scratches on the hallway walls have been removed and/or painted. The Maintenance Manager is responsible to maintain the walls in their present condition. Group Home Supervisor will be responsible letting the Maintenance Manager know when there are scratches or needs painting. The Program Manager will be monitoring to ensure that the corner five action remain implemented.

**g) Exterminate the cockroaches and maintain a home free of insects**

Extermination process began on 9/23/05. The first of three full house exterminations were done on that date. The house will also be exterminated to a lesser degree weekly, to insure the house is insect free. This process is being supervised by the Maintenance Manager. The Group Home Staff will supervise the clients more closely to assure they are not eating in their rooms or in common places in the house. The Group Home Supervisor along with the Program Designer will monitor the house to assure that the corrective action plan is maintained.

**h) Repair or replace the scratched furniture in the bedrooms**

Repair or replacement of scratched furniture is being done now and should be completed by October 15<sup>th</sup>. The Maintenance Manager is responsible for this process and the Group Home Staff and Supervisor will be responsible for the supervision of the clients to assure that they don't scratch or break the furniture. Program Manager will monitor to ensure that the corrective action remains implemented and is working.

**VI. Personal Rights**

- 2. Dubnoff Center management train and monitor staff to treat all children with respect and dignity.**

Program Designer and Program Manager will train and monitor staff to treat all age children with respect and dignity. Program Director will monitor the Program Manager and Program Designer to ensure that the corrective action remains implemented.

**VII. CLOTHING AND ALLOWANCE**

- 3. Dubnoff Center Management:**

- a) Provide all children with a sufficient quantity of clothing as specified in DCFS Clothing Standard**

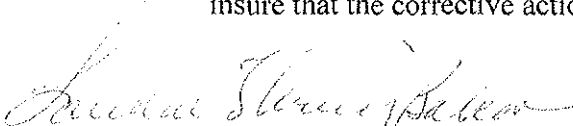
Clients have been provided with clothing as specified in DCFS Clothing Standard. Group Home Supervisor will monitor each client's clothing allotment and will make the appropriate request for funds to assure that all standards are met. Program Manager will monitor to ensure that the corrective action remains implemented.


- b) Provide all children with minimum required base allowances**

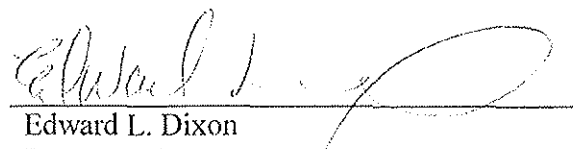
Allowances have been adjusted to comply with the minimum required base allowances. Group Home Supervisor will monitor the staff to ensure that the allowances remain consistent.

- c) Assist and encourage all children in creating and maintaining photo album/life books**

The Program Designer has purchased albums/life books and will be responsible for assisting and encouraging all children in creating and maintaining photo album/life books. Program Manager will monitor to insure that the corrective action remains implemented.

  
Sandra Sternig-Babcock, Ph.D.  
President and CEO

  
Helena Cerny, Ph.D.  
Director of Clinical & Residential Services

  
Edward L. Dixon  
Program Manager